



Atlantic States Marine Fisheries Commission

1050 N. Highland Street • Suite 200A-N • Arlington, VA 22201

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Vision: Sustainable and Cooperative Management of Atlantic Coastal Fisheries

TRAVEL AUTHORIZATION

TA No. 25-052 **Charge To :** 0396000INOR **Approved by:** Laura Leach *Laura Leach*
Mar 31, 2025

Meeting Name: Northern Shrimp Section and Advisory Panel

Meeting Date: 01-MAY-2025 - 01-MAY-2025

Meeting Location: Portland, Maine

Hotel Details: Meeting and Accommodations: Hyatt Place Portland-Old Port, 433 Fore St, Portland, ME 04101. Reserve your room online: <https://www.hyatt.com/en-US/group-booking/PWMZP/G-ASMF> Or call (207) 775-1000 and identify the ASMFC Northern Shrimp Meeting to receive the discounted rate.

Cutoff Date: 08-APR-2025

Per Diem: Room Rate: \$114 plus tax (sgl/dbl); Meals: \$98 (\$26/\$29/\$43)

Mileage Rate: \$0.70/mile, eff. January 1, 2025. Rental cars must be specifically authorized.

Airport Transportation: The Portland International Airport is 5 Miles from the hotel. The hotel shuttle service is available from 7 a.m.–11 p.m. with advanced notice to the hotel and valet. Shuttle will provide complimentary service to and from major transportation centers in Portland, Maine, including the jetport, and the train station.

Local Transportation: The hotel is walkable to many restaurants and venues located in downtown historic Portland.

Basic Guidelines: In consideration of the Commission's budget please attempt to select the most reasonable airfare. You are responsible for determining your arrival and departure times. If the distance from your office to the meeting site is under 35 miles, ASMFC will not reimburse hotel, mileage or per diem but may reimburse any miscellaneous expenses that would not normally occur during a work day (i.e., parking, tolls). ASMFC reserves the right to disallow travel expenses it deems excessive or unnecessary to conduct ASMFC business.

Parking: On-site hotel parking is \$40 for valet. Guests should arrive at the hotel's main entrance at 433 Fore Street, and a valet attendant will assist with car and luggage.

Reimbursement: You must submit an ASMFC travel voucher with receipts within 30 days of the final day of travel. Electronic travel vouchers and scanned receipts are preferred and should be sent to

accounting@asmfc.org. Vouchers and receipts will also be accepted via snail mail if emailing is not an option.

General Notes: Complete ASMFC Travel Reimbursement Guidelines can be found at <https://asmfc.org/resources/travel-reimbursement-guidelines/> and the Electronic Travel Voucher: <https://asmfc.org/wp-content/uploads/2025/01/ASMFCElectronicTravelVoucher.xlsx>. Please contact the ASMFC office if you have questions or would like staff assistance.

Authorized Travelers:

Abbott, Dennis	Armini, Jennifer	Bennett, Mark
Berger, Tina	Brown, Delayne	Drew, Katie
Ferrara, Sarah	Fuller, Spencer	Glenn, Robert
Goethel, David	Grout, Doug	Hepler, Allison
Jurek, Joseph	Kane, Raymond	Kerns, Toni
Libby, Gary	Mckiernan, Dan	Patterson, Cheri
Reny, Cameron	Seiders, John	Train, Stephen
Tuohy, Chelsea	Ware, Megan	Watters, David
White, Ritchie	Wilson, Carl	Zobel, Renee






TA 25-052 Northern Shrimp Section and Advisory Panel

Final Audit Report

2025-03-31

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